

HELP WITH PRINTING PDF DRAWINGS

NOTE:

This help is offered as general assistance with basic printing issues regarding drawings. It is not intended to be a complete resource. There are many more techniques and options that are available. These depend on software and printing equipment used.

GENERAL

The Electronic Bid Set you are viewing has been designed to allow flexibility in printing that meet your budget and needs. Drawings can be printed at virtually any size you desire. Most personal computers can print them on standard printers. There is a large variety of inkjet and laser printers that can print from 8 1/2" x 11" to 11" x 17" that are available for PCs. However, if a larger format is desired, you may need access to larger "Plotters" or commercial printing equipment. Please verify that your equipment is capable of printing large PDF documents before making a purchase. Look for "Postscript" capability in the equipment specifications. Alternatively, you may choose to have a commercial print shop print the documents for you at a size and scale that meets your needs.

The PDF drawings provided are standard "D Size" sheets (24" x 36"). D Size is the size of the original document of record. The document size can be found in the lower left corner of the Acrobat screen and on the drawing itself. Most individuals will desire drawings printed at 100% scale or 50% scale. It is important to note that when printing from Acrobat, a "Shrink To Fit" checkbox appears in the Acrobat print window. If this is checked the entire 36"x24" document will be shrunk to fit the "printable area" of the paper size you are using. Most printers NEVER print all the way to the edge so the "fit area" will be less than the paper area. This allows you to print to any paper size, including 8 1/2 x 11, but the resulting scale of the print will vary accordingly. Other print drivers may have a percentage reduction feature that allows more flexibility and exact control. Following is guidance on printing to some popular format sizes.

PRINTING FULL SIZE (100%) TO 36" X 24" PAPER

Since all drawings are provided in the 36" x 24" format, printing full size is easy. Provided your printer is capable of printing PDF's at this size, simply select "Print" from Acrobat and do not select the "Shrink to Fit" option. You may select to print the entire set or only selected sheets.

PRINTING HALF SIZE (50%) TO 12" X 18" PAPER

A true half size print of 36" x 24" requires 12" x 18" to avoid losing any part of the original document. In order to print at this scale you need a printer capable of 12" x 18" paper. Do not use the "Shrink to Fit" option. Select the 50% reduction factor (usually under the "Graphics" tab) from your specific printer driver, if it is available. If the reduction factor is not available, the best you will be able to do is "Shrink to Fit". This will depend on your "printable area" (see **General** above and **Printer Driver Guidance** below).

PRINTING HALF SIZE (50%) TO 11" X 17" PAPER

Since 11" x 17" is less than 50% of 24" x 36", part of the drawing must be lost to obtain a true 50% scale reduction print. One way to obtain this is to use Adobe's Acrobat Exchange product. Exchange is a different program from the Acrobat Reader program provided on this disk. In the "Document" pull down menu, select "Crop Pages". Reduce all margins by 1". Apply this to all the documents in the set. The resulting PDF will now be 22"x34". Do not use the "Shrink to Fit" option. Select the 50% reduction factor from your specific printer driver (usually under the "Graphics" tab), if it is available. If the reduction factor is not available, the best you will be able to do is "Shrink to Fit". This will depend on your "printable area" (see **General** above and, **Printer Driver Guidance** below). The resulting print on 11" x 17" paper will be to 50% scale of the original but 1" of the perimeter of the sheet will be lost. Typically this is not an issue, since the 1" perimeter is simply a blank border. This procedure is not necessary if a true 50% reduction is not desired. If this is not an issue, simply print "Shrink to Fit" from Acrobat Reader and make sure 11" x 17" paper is selected.

PRINTER DRIVER GUIDANCE

Your specific printer driver may have additional features not mentioned here. You will need to explore its capabilities on your own. However, Adobe Corporation publishes Postscript Printer Driver files (PPD) which can enhance your printer's capabilities to print PDF's and other documents. These PPD files are free and specific to your printer. They must be downloaded and installed using Adobe's free AdobePS utility. Information can be found at <http://www.adobe.com/prodindex/printerdrivers/main.html>. Additionally, they can be found on the free Acrobat Reader CD that is readily available.